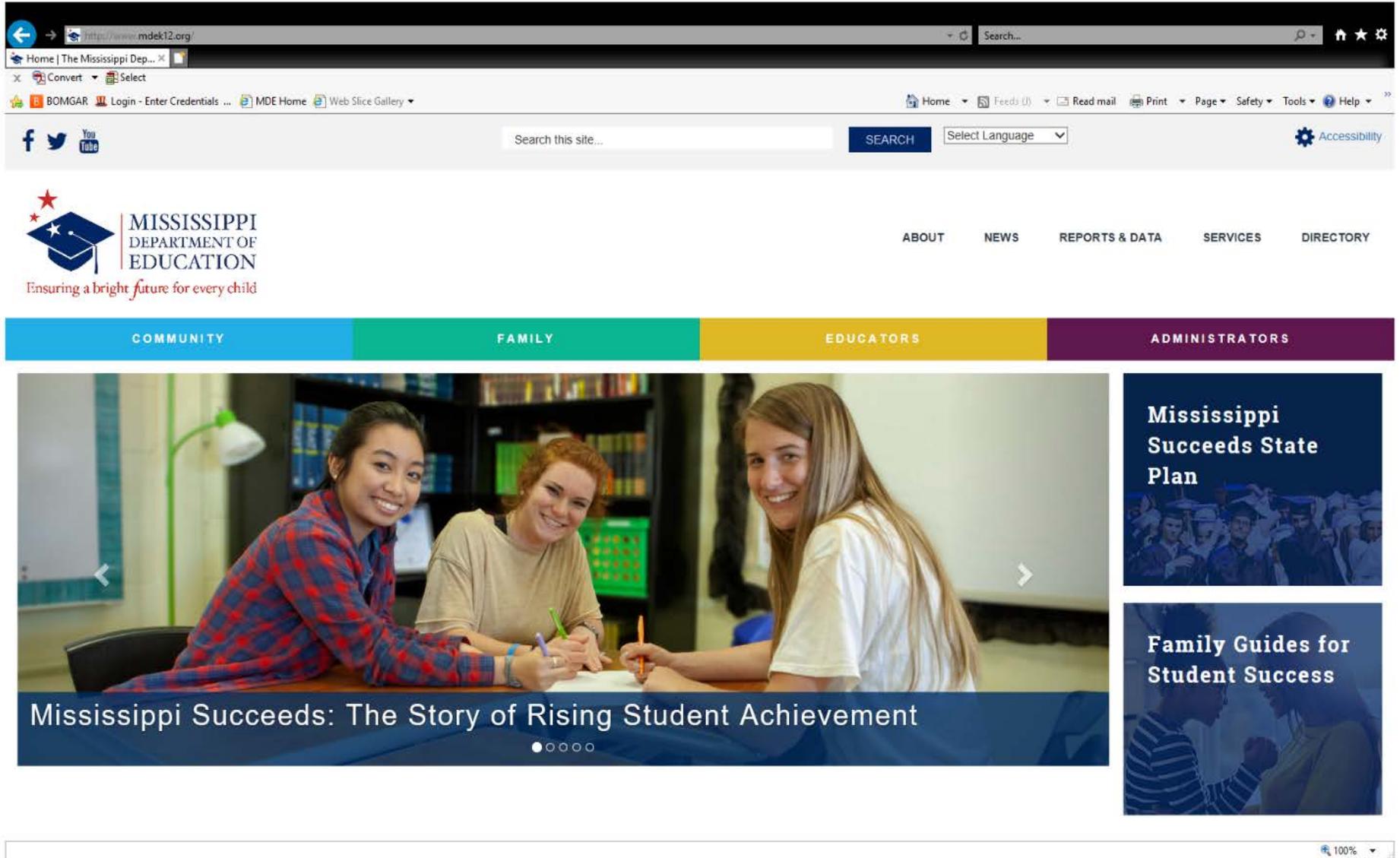


# SharePoint Instructions

1. Go to the Mississippi Department of Education web page: <http://www.mdek12.org>



# SharePoint Instructions

2. Click on the Administrators tab (Purple in color)

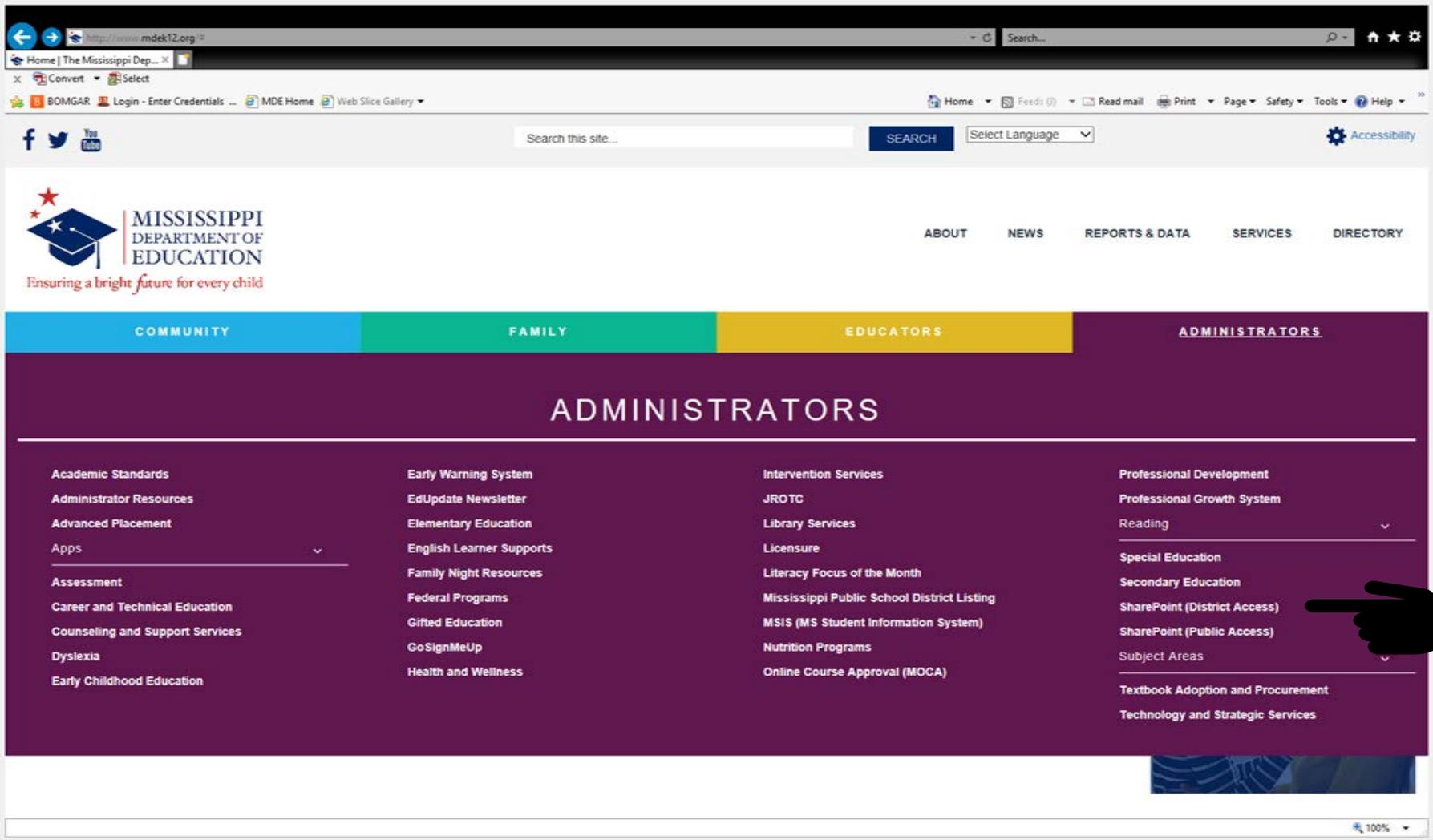
The screenshot shows a web browser window displaying the Mississippi Department of Education website. The browser's address bar shows the URL <http://www.mdek12.org>. The page features a navigation menu with the following items: ABOUT, NEWS, REPORTS & DATA, SERVICES, and DIRECTORY. Below this is a horizontal navigation bar with four tabs: COMMUNITY (blue), FAMILY (green), EDUCATORS (yellow), and ADMINISTRATORS (purple, which is selected). The main content area is titled "ADMINISTRATORS" and contains a grid of links organized into four columns:

- Column 1:** Academic Standards, Administrator Resources, Advanced Placement, Apps, Assessment, Career and Technical Education, Counseling and Support Services, Dyslexia, Early Childhood Education.
- Column 2:** Early Warning System, EdUpdate Newsletter, Elementary Education, English Learner Supports, Family Night Resources, Federal Programs, Gifted Education, GoSignMeUp, Health and Wellness.
- Column 3:** Intervention Services, JROTC, Library Services, Licensure, Literacy Focus of the Month, Mississippi Public School District Listing, MSIS (MS Student Information System), Nutrition Programs, Online Course Approval (MOCA).
- Column 4:** Professional Development, Professional Growth System, Reading, Special Education, Secondary Education, SharePoint (District Access), SharePoint (Public Access), Subject Areas, Textbook Adoption and Procurement, Technology and Strategic Services.

The browser's status bar at the bottom right indicates a zoom level of 100%.

# SharePoint Instructions

3. Click on SharePoint (District Access)



# SharePoint Instructions

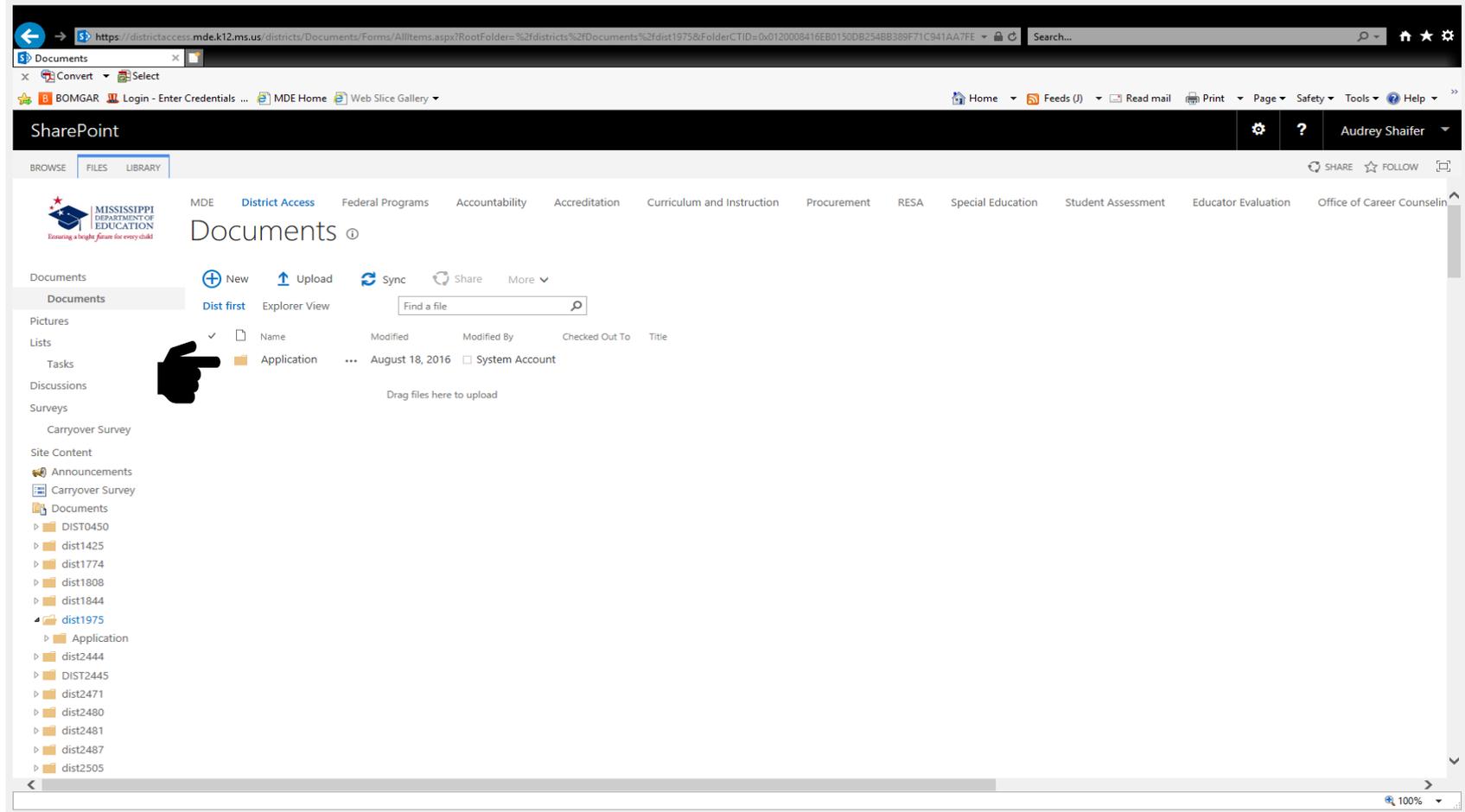
## 4. Find your District Code and Click on it

The screenshot shows a SharePoint web page for the Mississippi Department of Education. The page title is "Documents" and it displays a list of folders representing different districts. The left sidebar shows the "Documents" folder is selected. The main content area shows a table of documents with the following columns: Name, Modified, Modified By, Checked Out To, and Title.

Documents	Dist first	Explorer View	Find a file		
Pictures	sd6900	October 12, 2017	Gary C. Ragsdale		
Lists	DIST5150	November 17, 2017	Cliff Triplett		
Tasks	DIST0450	January 4	Cliff Triplett		
Discussions	DIST2445	January 4	Cliff Triplett		
Surveys	sd2525	February 14	Joey R. Dickerson		
Carryover Survey	sd4911	June 12	Joey R. Dickerson		
Site Content	dist1425	May 23	Joey R. Dickerson	dist1425	
Announcements	dist1774	July 21, 2016	System Account	dist1774	
Carryover Survey	dist1844	August 3, 2016	System Account	dist1844	
Documents	DIST0450	July 21, 2016	System Account	dist1975	
	dist1425	August 3, 2016	System Account	dist2444	
	dist1774	July 21, 2016	System Account	dist2471	
	dist1808	August 3, 2016	System Account	dist2487	
	dist1844	May 23	Joey R. Dickerson	dist2505	
	dist1975	September 18, 2017	Cliff Triplett	dist2515-004	
	dist2444	July 21, 2016	System Account	dist2542-004	
	dist2480	July 21, 2016	System Account	dist2542-008	
	dist2481	August 3, 2016	System Account	dist2544	
	dist2487	July 21, 2016	System Account	dist2550	
	dist2505				
	dist2515-004				

# SharePoint Instructions

5. Next, click on Application



# SharePoint Instructions

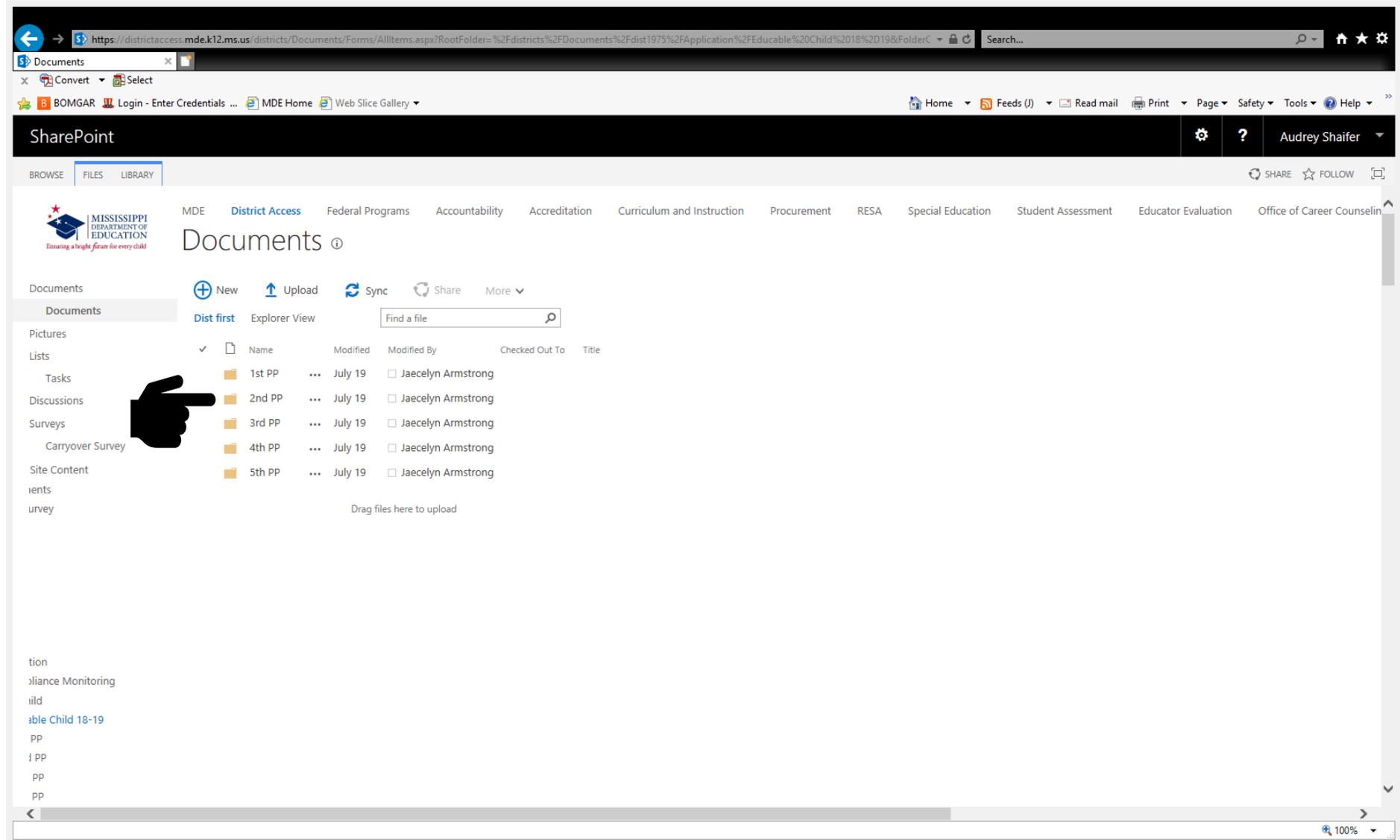
6. Click on folder labeled “Educable Child 18-19”

The screenshot shows a SharePoint web page for the Mississippi Department of Education. The page title is "Documents". The left sidebar contains a navigation menu with categories like Documents, Pictures, Lists, Tasks, Discussions, Surveys, Site Content, and Announcements. The main content area displays a table of folders with columns for Name, Modified, Modified By, Checked Out To, and Title. A hand icon points to the "Educable Child 18-19" folder.

Name	Modified	Modified By	Checked Out To	Title
Ed Child	August 18, 2016	System Account		
Compliance Monitoring	August 19, 2016	System Account		
Educable Child 18-19	July 19	Jaecelyn Armstrong		
Supporting Documents	July 19	Jaecelyn Armstrong		
Reimbursements	July 19	Jaecelyn Armstrong		
Extended School Year	October 28, 2016	Melvinann Carter		Extended School Year

# SharePoint Instructions

7. There will be five (5) folders. One for each pay period. You are to upload your student applications and reimbursements by pay periods. For example, all applications (due November 16) and the request for reimbursements (due November 28) are to be uploaded in the folder labeled 2<sup>nd</sup> PP.



# SharePoint Instructions

- Click on the folder labeled **“Supporting Documents Folder”**. Supporting documents such as IEPs, Court orders, Eligibilities and Semi-annual reports (school districts only) are to be uploaded into this folder.

The screenshot shows a SharePoint web page for the Mississippi Department of Education. The page title is "Documents". The left sidebar contains a navigation pane with "Documents" selected. The main content area displays a table of folders. A hand icon points to the "Supporting Documents" folder in the table.

Name	Modified	Modified By	Checked Out To	Title
Ed Child	August 18, 2016	System Account		
Compliance Monitoring	August 19, 2016	System Account		
Educable Child 18-19	July 19	Jaecelyn Armstrong		
Supporting Documents	July 19	Jaecelyn Armstrong		
Reimbursements	July 19	Jaecelyn Armstrong		
Extended School Year	October 28, 2016	Melvinann Carter		Extended School Year

# SharePoint Instructions

9. The folder labeled “Reimbursement” is for MDE use. In this folder, the approved reimbursements will be uploaded for your review.

The screenshot shows a SharePoint web interface for a document library named "Documents". The browser address bar shows the URL: <https://districtaccess.mde.k12.ms.us/districts/Documents/Forms/AllItems.aspx?RootFolder=%2Fdistricts%2FDocuments%2Fdist1975%2FAApplication&FolderCTID=0x0120008416E80150DB2548B3>. The page header includes the SharePoint logo and the user name "Audrey Shaifer". The navigation bar shows "BROWSE" with "FILES" and "LIBRARY" tabs. The main content area displays the "Documents" library with a list of folders and files. A hand icon points to the "Reimbursements" folder. The list includes folders like "Ed Child", "Compliance Monitoring", "Educable Child 18-19", "Supporting Documents", "Reimbursements", and "Extended School Year".

Name	Modified	Modified By	Checked Out To	Title
Ed Child	August 18, 2016	System Account		
Compliance Monitoring	August 19, 2016	System Account		
Educable Child 18-19	July 19	Jaecelyn Armstrong		
Supporting Documents	July 19	Jaecelyn Armstrong		
Reimbursements	July 19	Jaecelyn Armstrong		
Extended School Year	October 28, 2016	Melvinann Carter		Extended School Year